

INFORMATION/REQUIREMENTS AND INSTRUCTIONS – MESSAGE THERAPIST LICENSE

Access this form via website at: www.hawaii.gov/dcca/pvl

All applicants must meet current license requirements. The applicant has the burden of proving that he/she meets the current licensing requirements. An incomplete application will delay processing and may result in the applicant having to wait for a later exam date.

The following is a list of documents which must be submitted. Please be advised that credit will only be given for those courses that meet the criteria defined by the Board's laws and rules. All education and training must be completed before the Board deadline.

Education and Training Hours

Currently, the minimum massage education and training hours required is **570 hours**. All applicants must show proof of having completed the education and training hours before being approved to sit for the State exam.

The education and training hours shall consist of:

1. **50** hours of in-class coursework on human anatomy, physiology and structural kinesiology;
2. **100** hours of in-class coursework on the theory and demonstration of massage which shall include the following:
 - a) The proper procedure in massaging;
 - b) Record keeping;
 - c) Hygiene;
 - d) Theory;
 - e) Technique for specific conditions;
 - f) Contraindications of massage for specific techniques according to conditions;
 - g) Draping; and
 - h) Assessment of the client's condition and the general technique to be applied.
3. **420** hours of practical massage training under the supervision of a teacher in a massage school or sponsoring massage therapist in a licensed massage establishment or clinical operations, advanced techniques and hands-on supervised massage with record keeping.
4. Current cardiopulmonary resuscitation (CPR) certificate of completion for both **infant and adult** issued by the American Red Cross or the American Heart Association.

The above education and training may be obtained through schools licensed by the state department of education or educational agency with similar governmental authority in another jurisdiction, the University of Hawaii or other institutions approved by the Board (i.e. AMTA, COMTA, Roling Institute).

The education and training described in 1. and 2. may be obtained through workshops approved by the Board.

The education and training described in 3. may be obtained through an apprentice training program. See the application for "Massage Apprentice Permit" for more information, which is available at: www.hawaii.gov/dcca/pvl.

Application

All applicants must **submit** the following documents with the application for Massage Therapist License/Exam:

- Complete application, signed and dated;
- Non-refundable **application fee of \$50.00**. Make check payable to: COMMERCE & CONSUMER AFFAIRS

Note: One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

- Documentation of completion of the education and training requirement that includes, but is not limited to:
 1. Certificate of completion or transcripts of education and training from a massage school. **If your transcripts indicate "credits", please have your school convert the credits to hours.**
 2. Copy of course description.
 3. Copy of school catalog and or brochure.
 4. Documentation that indicates massage school is licensed by the state department of education, or educational agency with similar governmental authority in another jurisdiction, the University of Hawaii or other institutions approved by the Board (i.e. AMTA, COMTA, Roling Institute).

Application (contd.)

5. Certificate of completion or transcripts of education and training from a Board approved workshop. Please make sure the Board's approval letter is submitted with the certificate of completion or transcript.
 6. Completed and notarized massage apprentice training report, if you obtained an apprentice permit.
- Copy of back and front of unexpired CPR certificate.
 - Request to Use Interpreter form for the massage exam, if applicable.

Examination

Upon completion of the education and training requirements, the applicant shall submit an application to sit for the State Massage Licensing Exam. Please refer to the **Massage Therapy Examination Dates** for a schedule of deadlines for submission of applications and registration for the exam. Schedule available at: www.hawaii.gov/dcca/pvl/areas_message.html.

If you require the use of an interpreter/reader for the exam, you must submit the **Request to Use Interpreter** form with your application for massage license/exam. Board approval is required for the use of all interpreters/readers for the massage therapy exam. Forms are available at: www.hawaii.gov/dcca/pvl/areas_message.html.

If you require special testing arrangements due to a disability, call Exporior Assessments at (808) 261-8182 immediately to obtain a Disability Certification Form which must be completed by an approved professional, and submitted preferably prior to your exam application, but no later than the exam filing deadline. Determination of qualification for special testing arrangements will then be made and if so, the type of special testing arrangements to be provided. No action will be taken to provide special testing arrangements until your exam application has been approved.

Additional License Requirements

Age of Majority and U.S. Citizen – In addition to the education and examination requirements, an applicant shall be beyond the age of majority (18 year of age) and a United States citizen, a United States national or an alien authorized to work in the United States. If you are not a citizen or national of the United States or alien authorized to work in the United States, you may sit for the exam, however, you may not be issued a license to practice.

Submitting Application

Mail or deliver all required items to:

Board of Massage Therapy
DCCA, PVL Licensing Branch or
P.O. Box 3469
Honolulu, HI 96801

Deliver to Office Location:
335 Merchant St., Room 301
Honolulu, HI 96813

Phone: (808) 586-3000

Toll free voice access numbers for the neighbor islands:

Kauai - 274-3141 ext. 6-3000
Maui - 984-2400 ext 6-3000
Hawaii - 974-4000 ext. 6-3000
Molokai - 1-800-468-4644 ext. 6-3000
Lanai - 1-800-468-4644 ext. 6-3000

Abandonment of Application

Your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years; provided that the failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit the required documents and other information requested by the licensing authority within two consecutive years from the last date the documents or other information were requested, or (2) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process, including attempting to complete the examination requirement.

Biennial Renewal

All licenses, regardless of issuance date, **expire on June 30 of each even numbered year**. The licensee is held responsible to keep his/her license current and to inform the Board, in writing, of any address changes. If you let your license lapse for longer than one year, you must file a new application and meet the requirements that are in effect at the time of filing. However, upon written request and subject to Board approval, the written examination may be waived.

Laws and Rules

The licensee is held accountable for knowing and complying with the Hawaii laws and rules of massage therapy practice as failure to comply may result in disciplinary action. Copies of the massage therapy laws, Chapter 452, Hawaii Revised Statutes and rules, Chapter 84, Hawaii Administrative Rules, may be obtained by sending a written request to the Board of Massage Therapy, DCCA, P.O. Box 3469, Honolulu, Hawaii 96801.

The laws and rules are also posted on our website at: www.hawaii.gov/dcca/pvl. Click on "Massage Therapy".

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

SUMMARY OF QUALIFICATIONS FOR HAWAII LICENSURE AS A MESSAGE THERAPIST

- I. Training Requirement: Totaling **570** hours as described below.
- A. Human anatomy, physiology, and structural kinesiology in-class coursework: **minimum of 50 hours**.
 - B. Theory and demonstration of massage therapy in-class coursework: **minimum of 100 hours** (must include: the proper procedure in massaging which concerns the protection of both client and massage therapist; recordkeeping (clinical notes); hygiene; theory; technique for specific conditions; contraindications of massage for specific techniques according to conditions; draping; assessment of the client's condition and the general technique to be applied).
 - C. Practical training in massage therapy: **minimum of 420 hours** (Massage therapy means any method of treatment of the superficial soft parts of the body consisting of rubbing, stroking, tapotement, pressing, shaking, or kneading with the hands, feet, elbow, or arms).
 - 1. Outside of Hawaii: Applicants must provide proof of successful completion of practical massage therapy training at an approved school. The school, at the time of attendance, **must have been approved or licensed** by an educational agency (or similar governmental authority), an accredited degree granting institution, or approved by the AMTA, or the Rolf Institute.

NOTE: Apprenticeship hours gained out-of-state (to meet Hawaii's training requirement) are not acceptable.

- 2. Within the State of Hawaii: Two (2) training options, including a combination of options, are available to people who train in Hawaii:
 - a. Apprenticeship option:

The apprentice must file a completed "Training Report" with appropriate notarized signatures after a period of Board registered apprenticeship based on filing a completed "Apprentice Registration Application" form and submit proof of 150 hours of coursework as outlined under A and B above.
 - b. School option:

Complete a minimum of 420 hours of practical massage therapy training in-class in an approved school. The school, at the time of attendance and graduation, must be licensed by the state department of education, an accredited degree granting institution, or AMTA-approved, or the Rolf Institute.

Applicants must submit proof of successful completion of the above coursework. Submit copies of certificates and transcripts which show the **breakdown in hours** in the above courses. If your transcripts indicate "credits", please have your school convert the credits to "hours". Applicants should also submit copies of course descriptions or course outlines to support the certificates or transcripts. The applicant has the burden of proving that he/she meets licensure requirements.

Applicants must also submit verification that the institution is licensed or approved by an educational agency (or similar governmental authority), or an accredited degree granting institution, or approved by the American Massage Therapy Association (AMTA), or the Rolf Institute or the Hawaii Board of Massage Therapy. Applicants should contact the institution attended for this documentation (for example, a copy of the school license, itself, received from the state department of education or the AMTA, and etc.). If the school is unable to provide this documentation, the applicant should contact the state department of education, or AMTA, and etc., for a letter to verify licensure/approval of the school at the time the applicant attended and graduated. Third-party proof is not needed if the accredited university, college, or school is listed in American Council on Education's directory of Accredited Institutions of Post-Secondary Education.

- II. Current certificate of cardio-pulmonary resuscitation (CPR) training from the American Red Cross (ARC) or the American Heart Association (AHA) must be presented by the applicant at the time of application for the massage therapy examination and license. An applicant may submit a CPR certificate other than the ARC or AHA by requesting a waiver and submitting a copy of the CPR certificate, curriculum of the CPR course, name and address of the course sponsor, and all information pertaining to the course sponsor's credentials and accreditation. Board approval is required.
- III. File a completed Massage Therapist (MAT) application by the application filing deadline for Board action to be eligible for examination. The MAT application packet contains instructions, application form and the "Training Report" form used to verify Board registered apprenticeship training.
- IV. Written exam: All applicants must pass a written exam administered in Hawaii only.
- V. Licensure: Those with passing scores become eligible for licensure upon payment of the appropriate fees. Re-exam candidates deal directly with the testing agency.

NOTICE: The above requirements are subject to change at any time. Applicants must meet current licensure requirements. The Board will not waive any of the requirements and there is no "grandfather" provision.

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
BOARD OF MASSAGE THERAPY
P.O. Box 3469
Honolulu, Hawaii 96801

APPLICATION FOR EXAM & LICENSE - MASSAGE THERAPIST

Type or print legibly in **black ink**. Failure to provide all the requested information will delay the processing of your application.

Legal Name (First, Middle)

(Last)

Residence Address (Include apt. no., city, state & zip code) - REQUIRED

Mailing Address (ONLY if other than residence address)

Social Security No.

Phone No. (days)

Other Names Used (include maiden name):

Applying for Exam on:

FOR OFFICE USE ONLY

Date Effective

License No.

MAT -

Approved

Ineligible

Initials/Date

Circle answers & give details when asked to:

- 1) Are you at least 18 years of age?YES NO
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States?YES NO
- 3) Have you ever held or applied for a massage therapist or apprentice permit in Hawaii?YES NO
If answer "yes", License/Permit Number _____
Issuance Date _____
- 4) a. Was any license ever revoked, suspended or otherwise subject to disciplinary action?YES NO
If answer "yes", specify jurisdiction where action took place, penalty imposed and reasons for such action on reverse side of this form under "Explanations."
b. Are you presently being investigated or is any disciplinary action pending against you?YES NO
If answer "yes", specify jurisdiction where action is pending and reasons for such action on reverse side of this form under "Explanations."
- 5) In the past 20 years have you ever been convicted of a crime in which the conviction has not been annulled or expunged?YES NO
If answer "yes", explain on reverse side of this form under "Explanations".
Attach copies of court documents, records pertaining to conviction including criminal abstract report, fulfillment of conditions of each sentence.

Affidavit of Applicant:

I hereby certify that all answers and statements contained in this application and on the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of license (Sec. 452-24, *Hawaii Revised Statutes*), and/or grounds for criminal prosecution (Sec. 710-1017, *Hawaii Revised Statutes*). I further certify that I have read, understand, and shall obey all laws and rules pertaining to the Board of Massage Therapy.

Date

Signature of Applicant

Appln..... 295 \$50
Lic 298 \$25
CRF 299 \$35/70
½ Renewal..... 290 \$25
Service Fee..... BCF \$15

EXPLANATIONS:

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND MAY BE RETURNED TO THE APPLICANT. THIS WILL RESULT IN THE APPLICANT HAVING TO WAIT FOR A LATER EXAMINATION DATE.

HAVE YOU REMEMBERED TO:

1. Sign your application.
2. Attach your check made payable to COMMERCE AND CONSUMER AFFAIRS in the amount of \$50 (nonrefundable application fee.)
3. Attach all required training documents as listed under paragraphs A, B, C, D, or E, whichever applies to you, including verification of current CPR.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

TRAINING REPORT - MESSAGE THERAPIST APPRENTICE

FOR COMPLETION BY THE APPRENTICE'S PRINCIPAL MESSAGE THERAPIST AND SPONSORING MESSAGE THERAPIST. If it is the same person, complete both affidavits. *Principal and Sponsoring Message Therapists must be licensed throughout apprenticeship period.* **EVERY BLOCK ON TRAINING REPORT MUST BE COMPLETED.**

Full Name of Apprentice (First, Middle)		(Last)	
Apprentice Permit No.	Effective date of permit	Date applicant completed training described below	TOTAL TRAINING TIME: (Must be at least 6 months) mos.
Describe course of study; refer to Hawaii Administrative Rules, §16-84-23(j)(1)(2)(3); List massage therapy techniques taught:			Hours spent in this area:
TOTAL HOURS:			

SPONSORING MESSAGE THERAPIST	Name of Sponsoring Message Therapist (First-MI-Last)	License No.	Expiration Date of License:
	Affidavit of Sponsoring Message Therapist: I hereby certify that the answers and statements contained in this application and on the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of permit (Sec. 452-24, Hawaii Revised Statutes), and/or grounds for criminal prosecution (Sec. 710-1017, Hawaii Revised Statutes). I further certify that I have read, understand, and shall obey all laws and rules pertaining to the Board of Massage Therapy. Subscribed and sworn to before me the _____ day of _____, 20_____ <div> <div></div> <div>Signature of Sponsoring Therapist</div> </div> Notary Public, State of _____ My commission expires: _____		

PRINCIPAL MESSAGE THERAPIST	Name of Principal Message Therapist (First-MI-Last)	License No.	Expiration Date of License
	Affidavit of Principal Message Therapist: I hereby certify that the answers and statements contained in this application and on the documents attached are true and correct. I understand that misrepresentation is grounds for refusal or subsequent revocation of permit (Sec. 452-24, Hawaii Revised Statutes), and/or grounds for criminal prosecution (Sec. 710-1017, Hawaii Revised Statutes). I further certify that I have read, understand, and shall obey all laws and rules pertaining to the Board of Massage Therapy. Subscribed and sworn to before me the _____ day of _____, 20_____ <div> <div></div> <div>Signature of Principal Therapist</div> </div> Notary Public, State of _____ My commission expires: _____		